



Smoking at Work Policy

Introduction

Staff will be aware of the medical evidence that smoking and passive smoking can be a serious health hazard. The purpose of this policy is to protect our staff and the young people that we work with. This policy was drawn up following a staff survey on smoking at work.

Policy Statement

It is the policy of the Rock Trust that staff will not smoke while at work. Good practice would dictate that this includes any situation that they may be in for the fulfillment of their work including situations where young people, tenants and others with whom we work may be smoking.

- Staff may take reasonable time out from work to smoke, similar to, for example, a coffee break.
- Staff and young people are not permitted to smoke anywhere in the Albany Street office. Smoking is permitted in the garden at the rear of the building or the basement at the front. Access to these areas must not disrupt or interfere with service delivery activities. Smoking is not permitted outside the front door. This is not for health reasons but rather for the image it portrays to visitors, the public etc.
- Smoking is not permitted in Rock Trust office.
- Smoking is not permitted in any company vehicle.
- The above applies equally to young people, except where in the professional judgement of staff a young person should be permitted to smoke.
- Staff are recruited into a field of work where a smoke free environment cannot be guaranteed, but individual preferences will be met where possible. Particular attention will be paid to any ongoing health issue that a member of staff may have which makes it preferable to avoid exposure to smoke (e.g. Asthma).

Responsibility for the implementation and operation of this policy will lie with managers for the locations and staff which they are responsible for. Breaches of the Smoking at Work Policy will be viewed seriously and dealt with under the disciplinary procedure.